

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☒ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. <b>K0227144</b>	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant I Emp. Services			
3. Division Operations		12. Proposed Class Title Program Consultant I Emp Services			
4. Section Performance Improvement	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Putnam		14. Effective Date			
6. Location (address where employee works)  City Wichita County Sedgwick		15. By	Approved		
7. (circle appropriate time) <input type="checkbox"/> Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position serves as a Employment Services Provider liaison between EES Providers and DCF Case Managers. This involves notifying the Providers regarding DCF clients who will be attending provider orientations and/or programs. This position will also participate in provider orientations. This position is responsible for monitoring provider invoices to ensure accuracy. This position is responsible for researching client participation to determine that federal requirements are being met.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Nancy Maltbie	Performance Improvement Administrator	K0216168

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Nancy Maltbie	Performance Improvement Administrator	K0216168

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position works very independently. If a problem with a Provider arises, the expectation for this position to immediately involves the supervisor.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
35%	E	<p><u>Provider Liaison</u></p> <p>Serves as a key contact between the EES Provider and DCF Case Managers. Provides technical assistance to DCF staff and EES Providers, which requires knowledge of the Provider Agreement, KAECSSES, KSCARES, work program policy and billing procedures. Effectively utilizes positive working relationships with all internal and external customers.</p> <p>Notifies Providers regarding DCF clients who will be attending provider orientations and/or programs; participates at the group orientations to explain the customer's participation responsibilities. Extensive work on Access signup sheets is required.</p>
25%	E	<p><u>Payment Accountability</u></p> <p>Ensures that Provider's monthly invoices are correct and are sent to Accounting for timely payment. This involves comparing weekly provider attendance reports with the Provider's monthly invoices to ensure billing accuracy. All inconsistencies are dealt with in a timely manner so that incorrect payment is avoided. Provider contact is required.</p>
30%	E	<p><u>Work Sample</u></p> <p>Accurate completion of approximately 100 monthly work samples. This includes preparing the documentation, inquiring on appropriate systems (Work Number, KEES, KAECSSES, etc.), making collateral contact with employers to verify unreported employment as well as researching provider weekly reports. This position will enter work sample results into the KsCares program. A summary of results with trends that are identified is presented to the Performance Improvement Administrator to assist work programs management with performance improvement.</p>
10%	E	<p>Assists with other Performance Improvement assignments as needed.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Communication with customers, EES providers, DCF case managers and supervisors is critical. Failure to do may result in the loss of benefits for the customer.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position works daily with other DCF employees to both provide and receive information. This position interacts at least 2 days per week with customers to assist in the customer's assessment process.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

This position may occasionally encounter disgruntled customers wanting to receive DCF services.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer, photocopier, telephone, fax machine, (traditional office equipment), as needed.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

Six months experience in planning, implementing, and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined to be relevant by the agency.

**Preferred Criteria:** Prior Department for Children and Families employment or EES Experience. Excel experience.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Signature of Personnel Official                      Date

**Approved:**

\_\_\_\_\_  
Signature of Supervisor                      Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority                      Date